



Phone: 305 437-2639

Fax: 305 437-2672

- Please type or print
- Fill out one form per event

MWR Marketing & Sponsorship Request Form



Activity _____

Name _____

Signature of POC _____

Phone _____ Email _____

Name of Event _____

Date of Event _____ Time _____

Location of Event _____

Other Information _____

FOR MWR ONLY

Date Received :

What you need (your wish list):

☐ Commercial Sponsorship (six month advance notice)

☐ Cash (Specify desired amount _____)

☐ In-Kind Contributions _____

☐ Marketing

☐ Emails

☐ Bugle Boy (refer to deadlines)

☐ Flyers (other than those done by Graphics – 30 day notice)

☐ Brochure(s) (other than those done by Graphics – 60 day notice)

☐ Other _____

When you need it _____

Other Information:

Cancel sponsorship/marketing requests immediately upon cancellation of event.

Inform the Marketing & Sponsorship Specialist of all event changes.

SPONSORSHIP IS NOT GUARANTEED!

Always plan the event as if there was no sponsorship involved.